

## Weekly Update

*Week of April 3, 2017*

**Subject:** Seats Are Still Available in the April 11 AM300 Asset Masters and Asset Reporting Class

**Audience:** Finance Directors, Agency Training Coordinators, AST Leads, Asset Users

There are still seats available in the AM300 Asset Masters and Asset Reporting class on Tuesday, April 11, 2017. The SCEIS Team encourages all Asset users to register for this class today! Note: This is the only scheduled AM300 class during the spring 2017 term. The next opportunity to take this class will not be until fall 2017.

Below you will find details about the course. **Please forward this message to appropriate staff members within your agency.**

### **Course ID/Title: AM300 Asset Masters and Asset Reporting**

**Description:** This course covers how to create asset shells, how and when asset shells are introduced into the procurement process, and how asset shells are involved in the procurement process. This course covers how to change, display, block, and delete asset shells. This course also enables participants to understand the steps involved in executing asset reports. This course covers how to execute and interpret SAP standard fixed asset reports.

**Target Audience:** Employees with the following roles: Asset Accountant, Asset Custodian, and Asset Manager.

**Pre-requisites:**

None. However, we recommend that you complete the COR120U Enterprise Central Component (ECC) Navigation online course.

### **Class Date(s):**

#### **AM300 – April 11 – Spring 2017 Details**

**Class Date:** Tuesday, April 11, 2017

**Class Time:** 9:00 a.m. to 12:00 p.m.

**Class Location:**

SCEIS Training Room 202

1628 Browning Road, Columbia, SC

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### **Registration Instructions:**

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCLearning tab.
3. Click the "Learning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID (AM300) and click "Go."
5. Find the course title and click "See Offerings."
6. Find the class date you prefer, and click "Register Now."
7. At the Scheduled Offering box, click "Confirm."
8. Watch for your confirmation email with class details and instructions.

**If you do not receive a confirmation email, please contact the SCEIS Help Desk using the ticket form found here: <http://www.sceis.sc.gov/requests/>.**

If you have any questions about this message, please email them to [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).